



GOVERNOR'S OFFICE OF **ENERGY** DEVELOPMENT

Advancing Utah's Energy Future

Solar Tax Credit Application Guide

Updated December, 2017

How to Apply for a Solar Rooftop Tax Credit

As a homeowner, you have two choices when applying for the tax credit:

1. Ask your solar contractor to submit an application on your behalf

OR

2. Complete the application yourself

If you decide to complete the application yourself, here is a **brief summary** of how to complete the application yourself (step-by-step instructions are available on the following pages):

1. Create an online account through the application website (<https://oed2.fluidreview.com/>).
2. Collect these 4 documents to upload with your application:
 - a. A net metering agreement with your local utility (also known as a contract between you, the homeowner, and your local electrical utility provider, such as Rocky Mountain Power, that states any extra electricity generated from your array will be placed on to the utility's electricity grid), which must be **signed by both parties**
 - b. A schematic of the solar system (a schematic is a drawn representation of your system – also known as a diagram, blueprint, or CADD file)
 - c. Final invoice for the solar array
 - d. Photos of the installed solar panels, inverter, and meter/disconnect box.
3. Create a new application in <https://oed2.fluidreview.com>. Carefully read and respond to the questions, and upload documents (preferably in PDF format).
4. Submit your application through <https://oed2.fluidreview.com>.
5. Allow 4 to 6 weeks to process.
6. If your application is accepted, you will receive a TC-40E form by email from energytaxcredits@utah.gov.
 - a. The form will be sent to the email address you used to create your account.
 - b. Please check your spam folder before contacting energytaxcredits@utah.gov about your application.
7. When filing your taxes:
 - a. You must file for the tax credit the year you installed your system.
 - b. You must select the Item 21, the “Renewable residential energy systems credit,” in Part 4 of the Utah State tax form. **Do not select “Qualifying solar project credit.”** This is incorrect and you may be subject to a tax audit.

The TC-40E form is for your records and does not need to be submitted with your tax documents.

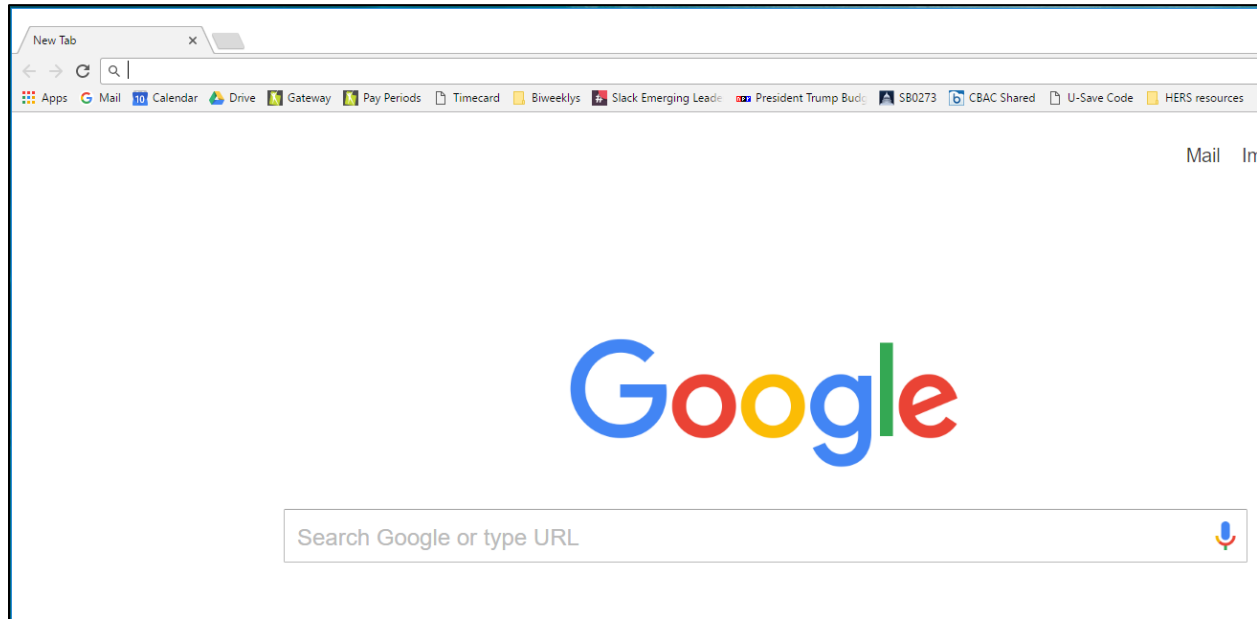
The following pages provide step-by-step instructions for creating an account and submitting your application.



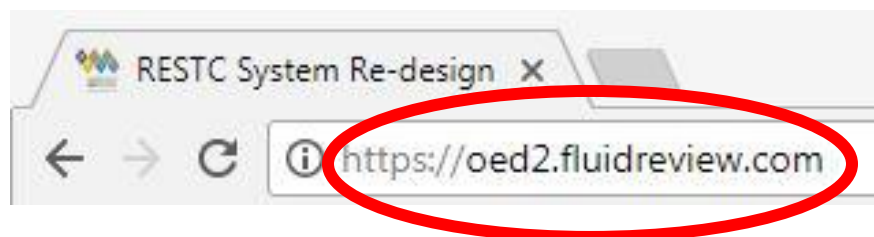
Step-by-Step Process for Submitting Your Application

STEP 1. Register for an online account

Open a new page in your web browser:



Select the URL box and type in oed2.fluidreview.com to access the website:



You will be taken to the start page. Select either of the “Sign Up” buttons on this webpage to create a new account:



RESTC System Re-design

[Help](#)

**GOVERNOR'S OFFICE OF
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Welcome to the Governor's Office of Energy Development's Tax Credit Application Portal

To apply for a tax credit, click on 'sign up' to create an account.

Sign Up

You can apply for the following tax credit programs:

Renewable Energy Systems Tax Credit - Solar PV
Solar Photovoltaic (Solar PV) applications (both residential and commercial) are filled out through this portal.

For wind, geothermal heat pump, and solar-thermal systems, the application is in paper/digital form found at the link below. Learn more about Utah's Renewable Energy Systems Tax Credit at energy.utah.gov Frequently Asked Question about the Solar PV tax credit ([FAQ](#))

Sign In

Email:


Password:

[Trouble Signing In?](#)

Need An Account?
Sign Up »



Fill out the registration page with your contact information. Select the arrow next to “Category” to open the drop box menu and select “Solar Photovoltaic Applicants.” Select “Register” to complete your registration:



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Ready to go?

We just need a bit more information from you before you can start.
Once you sign up, you will need to check your email for an account activation link. You should receive the email within a couple of minutes. Make sure to type your email correctly!
If you already have an account, you can log in here.

First name:

Last name:

Email:

Create a password:

Confirm your password:

Category

Please select...

Please select...

AEDI applicants

HCITC applicants

Solar PV Applicants

Timezone

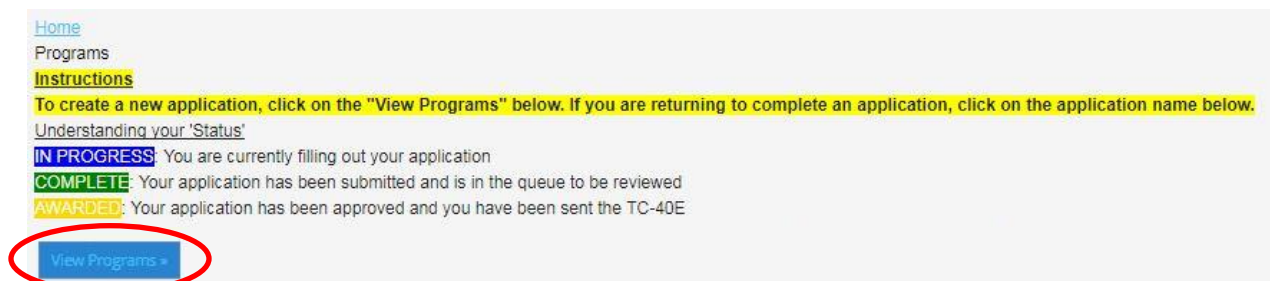
By registering, you agree to receive email communications from us. You may unsubscribe at any time.

A message to activate your account will be sent to the email address you provided. Please check your email (and spam folder) for a message from noreply@fluidreview.com. Click the link to activate your account.



STEP 2. Create a new application

Click on the link sent to your email. It will take you to the website to start a new application. Click the blue box that states "View Programs".



On the next page select the “Solar PV” check box on the left hand side and select “Create Applications” either under the action column or at the bottom of the page in blue

[Home](#) [View my list](#)

Programs

You are eligible for 1 program(s).

Instructions: To create a new application, click “Create Application”. Please only submit one application per address.

Search... STATUS: SORT:

Program	Description	Category	Deadline	Quantity	Actions
<input checked="" type="checkbox"/> Solar PV	Application for the tax credit for solar panels	Program (Internal)		<input type="text" value="1"/>	Create Applications

Showing 1 - 1 of 1

[Create Applications](#)

You will be taken to a new page where you can see all the required items needed to complete your application. Select the first “Start” option in the actions column that corresponds to Solar PV Application in order to start your application:

[Home](#) [SPA-000000000000000000000000 ...](#)

Solar PV

Instructions

To fill out the application, click on "Solar PV Application". Once that is complete, upload the required documents, as listed below. **Once those are uploaded, click on the "Submit Solar PV Application" button in order to completely submit the application.**

Understanding your 'Status'

PREREQUISITES NOT MET: The application must be filled out and documents uploaded in order to be able to submit the application

INCOMPLETE: This task has not yet been completed.

COMPLETE: This task has been completed.

Task	Status	Actions
Submit Solar PV application	PREREQUISITES NOT MET	
Solar PV application	INCOMPLETE	Start
Upload full, signed Net Metering Agreement	INCOMPLETE	Start
Upload Invoice(s) - must include dollar amounts	INCOMPLETE	Start
Upload System Schematics	INCOMPLETE	Start
Upload photos	INCOMPLETE	Start

You will be taken to the first page of your 3 page application. Complete the questions as they relate to your building site and identify who will be receiving the credit.

1–2. Select the building or structure type (the photo here shows an example with a Residential unit). Select your location (the example here shows a Street Address). Provide the full street address to which the credit will be awarded.

RESTC System Re-design 2%

1. The building or structure where the solar PV system is installed is

☒ a. A RESIDENTIAL unit; a house, condominium, apartment or similar dwelling for a person or persons.

☐ b. A COMMERCIAL unit; a building or structure that a business entity uses to transact its business.

[Clear](#)

2. The solar PV system installation location

☒ a. Street Address

☐ b. GPS or Township & Range Coordinates

[Clear](#)

Street Address

Address line 1

Address line 2

City

State

Zip code

3. Select “Yes” or “No” if a tax credit has been issued for any renewable energy system at this location.

3. Has a Utah state tax credit been issued in the past (not the current tax year) for ANY renewable energy system installed at this location?

☐ Yes ☒ No

[Clear](#)

–OR–

If yes is selected, several additional questions are required to be answered. If the application is under an audit, please **stop** here and contact Dan Royal at 801–538–8729 or email droyal@utah.gov

3. Has a Utah state tax credit been issued in the past (not the current tax year) for ANY renewable energy system installed at this location?

☒ Yes ☐ No

Clear

3.1 Is this an audit by Utah State Tax Commission?

☒ Yes ☐ No

Clear

3.2 Under what name was the tax credit claimed?

Jane Doe

3.3 In what year was it claimed?

2014

3.4 What was the amount of the tax credit?

You can also put "I don't remember"

2000

IF THIS IS AN AUDIT, PLEASE STOP HERE AND CALL DANIEL ROYAL AT 801-538-8729 OR EMAIL DROYAL@UTAH.GOV

4. Determine the tax classification of the tax credit recipient. Select individual or sole proprietor for a residential property and corporation if the panels were installed on a commercial property.

4. Applicant's tax classification

☒ a. Individual or Sole Proprietor

☐ b. Corporation (includes S-, C-, LLC's and partnerships)

Clear

5–7. Provide the full legal name of the individual (or company if corporation was previously selected) that will be awarded the tax credit, the recipient's email address (entered twice for confirmation), and their phone number (entered twice for confirmation).

5. Name(s) that should appear on the TC40E tax credit certificate

PLEASE NOTE: This is the name that will appear on the tax form.

John Doe

The TC40E tax credit certificate will be sent via email to the recipient.

Where should we send the TC40E tax credit certificate?

6. Email address

example@gmail.com

Confirm email address

example@gmail.com

Applicant Phone number

7. Applicant's phone number

555-000-0000

Confirm applicant's phone number

555-000-0000



8. Select “Yes” or “No” if the solar PV system is connected to your local utility grid. Note: systems must be grid connected if the location is within the service territory of Rocky Mountain Power or a municipal power provider (for example, Provo City Power):

Tell us about the solar PV system

8. Is the solar PV system grid-connected

☒ Yes ☐ No

[Clear](#)

9. Type in how many watts your solar PV system can produce. This information can be found in the schematic of your solar system (also known as a CADD drawing or one line diagram). Most solar systems are described in kilowatts capacity; to convert a solar system from kilowatts to watts, multiply the size of the system by 1,000.

9. What is the solar PV system output capacity (in watts)?

6000

10–13. In addition we will need detailed information about the types of PV modules and inverter used for the system. If you installed panels through a solar contractor, this information is generally found on the schematic of your solar system

10. PV Modules Manufacturer

ApplicationTest

11. PV Modules Model

ApplicationTest

12. Inverter Manufacturer

ApplicationTest

13. Inverter Model

ApplicationTest

Save Next

Once you have completed all of the questions, select “Next” to move to page 2 of your application. If you need to leave the website for any reason, select “Save” before exiting.

14. Indicate whether the solar PV module and inverters are listed as eligible equipment under the California Solar Initiative Program. This information can be found at http://www.gosolarcalifornia.org/links/equipment_links.php.

14. I certify that the PV MODULE(S) and INVERTER are listed as eligible EQUIPMENT under the California Solar Initiative Program.
<http://www.gosolarcalifornia.ca.gov/equipment/index.php>

☒ Yes ☐ No

Clear

15. Indicate whether your solar system was installed by a solar contractor. If your solar system was installed by a contractor, provide the solar contractor name and their business license number. You can look up a license number by visiting: <https://secure.utah.gov/llv/search/index.html>.

15. Was the solar PV system installed by a solar contractor?

☒ Yes ☐ No

Clear

Solar Contractor details

i. Solar Contractor Name

ApplicationTest

ii. Phone number

385-215-4367

iii. Email

example2@gmail.com

iv. Solar Contractor License Number

123456

16–17. Indicate whether your solar PV system has been certified for safety by one of the following and indicate whether your solar PV system has been properly sited and installed.

16. I certify that the Solar PV system has been certified for safety by one of the following:

- a. A Utah licensed electrical contractor (S200);
- b. A Utah licensed solar photovoltaic contractor (S202);
- c. A licensed contractor who has obtained written approval by the Utah Department of Occupational Licensing for the installation of solar PV systems;
- d. A county or municipal building inspector licensed by the State of Utah.

☒ Yes ☐ No

Clear

17. I certify that that the Solar PV system has been sited and installed appropriately including:

- a. Located such that the solar modules are completely free of shade from trees and other plants, buildings, chimneys, vent pipes, utility poles, and other objects that would reduce system output for at least two-thirds of the daylight hours at the site
- b. Positioned so as to optimize the average annual solar radiation values (kWh/M2/day)
- c. Positioned such that the fixed solar array azimuth shall be oriented within:
 - i. 115 degrees and 245 degrees if the fixed pitch is greater than 35 degrees from horizontal, or
 - ii. 90 degrees and 270 degrees if the fixed pitch is 35 degrees or less from horizontal.

☒ Yes ☐ No

Clear

18. Type in the date your solar PV system was installed using the following month, day, and year format – MM/DD/YYYY. Fully installed means that the panels have been placed on the roof, this is not the date in which the system began generating power.

18. Date of completed installation

07/26/2017



19. Type in the total eligible cost rounded up **to the nearest whole dollar amount** as reported on the invoice. The following costs are eligible for this tax credit: solar PV module(s), inverter(s), motors and other elements of a tracking array, mounting hardware, wiring and disconnects from modules to the inverter and from the inverter to the point of interconnection with the AC panel(s), lightning arrestors, labor, installation, and inspection. Do not include commas or decimal points.

19. Eligible System Cost

****DO NOT INCLUDE COMMAS OR CENTS****

20. Select “Yes” or “No” if your system includes batteries. *Please note that batteries cannot be included in the eligible cost entered for question #19 if the system is connected to the grid.*

20. Does the solar PV system include batteries

☐ Yes ☒ No

[Clear](#)

21. Select “Yes” or “No” if you received a grant or rebate for the system. *If you received a grant, you simply need to provide how much you received in grant funds and who gave you the grant.

21. Did you receive a rebate or grant?

Do not include the federal tax incentive for solar.

☐ Yes ☒ No

[Clear](#)

[Back](#) [Save](#) [Next](#)

Once you have answered all questions, click the “next” button to continue your application. If you need to leave the website for any reason, select “Save” before exiting.

22. You are

- Clear

Certify and Review Application to Submit.

By checking the box below and submitting your application, you will no longer be able to edit your application. Please review your application now if needed.

☒ I hereby certify that the information provided in this application is true and correct to the best of my knowledge. I understand that a false statement may disqualify me for a tax credit.

[Back](#)

Save

Save and Complete

[illegible]

Solar PV

Instructions

To fill out the application, click on "Solar PV Application". Once that is complete, upload the required documents, as listed below. **Once those are uploaded, click on the "Submit Solar PV Application" button in order to completely submit the application.**

Understanding your 'Status'

PREREQUISITES NOT MET: The application must be filled out and documents uploaded in order to be able to submit the application

INCOMPLETE: This task has not yet been completed.

COMPLETE: This task has been completed.

 Download application

Progress

This application is 16.7% complete.
You still need to:

- Submit
- [Complete task "Upload full, signed Net Metering Agreement"](#)
- [Complete task "Upload Invoice\(s\) - must include dollar amounts"](#)
- [Complete task "Upload System Schematics"](#)
- [Complete task "Upload photos"](#)

Members

Annie Schneider (Owner)

[Edit Members](#)

 Withdraw Application

STEP 3. Upload documents

Now that the PV application portion is complete, the following required documentation must be included to support your application before you can submit.

1. Net metering agreement (inter-local agreement)
2. Invoice
3. Schematic
4. Photographs of the installed system

1) Net metering agreement:

The net metering agreement must be signed and uploaded in its entirety. The agreement must be signed by the property owner and the utility company, such as Rocky Mountain Power. Select the “Start” option for the task “Upload full signed Net Metering Agreement”

[Home](#) > [My Account](#) > [SPA-000000000000000000000000...](#)
Solar PV

Instructions
To fill out the application, click on "Solar PV Application". Once that is complete, upload the required documents, as listed below. **Once those are uploaded, click on the "Submit Solar PV Application" button in order to completely submit the application.**
Understanding your 'Status'
PREREQUISITES NOT MET: The application must be filled out and documents uploaded in order to be able to submit the application
INCOMPLETE: This task has not yet been completed.
COMPLETE: This task has been completed.

Download application

Progress
This application is 16.7% complete.
You still need to:

- Submit
- [Complete task "Upload full signed Net Metering Agreement"](#)
- [Complete task "Upload Invoice\(s\) - must include dollar amounts"](#)
- [Complete task "Upload System Schematics"](#)
- [Complete task "Upload photos"](#)

Members
Annie Schneider (owner)

Add Member

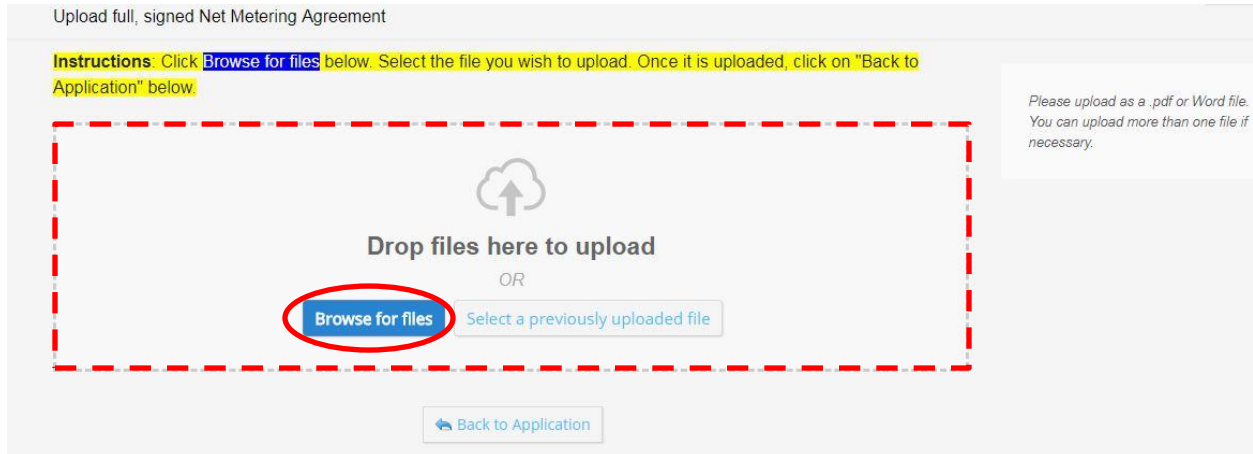
Edit Members

Withdraw Application

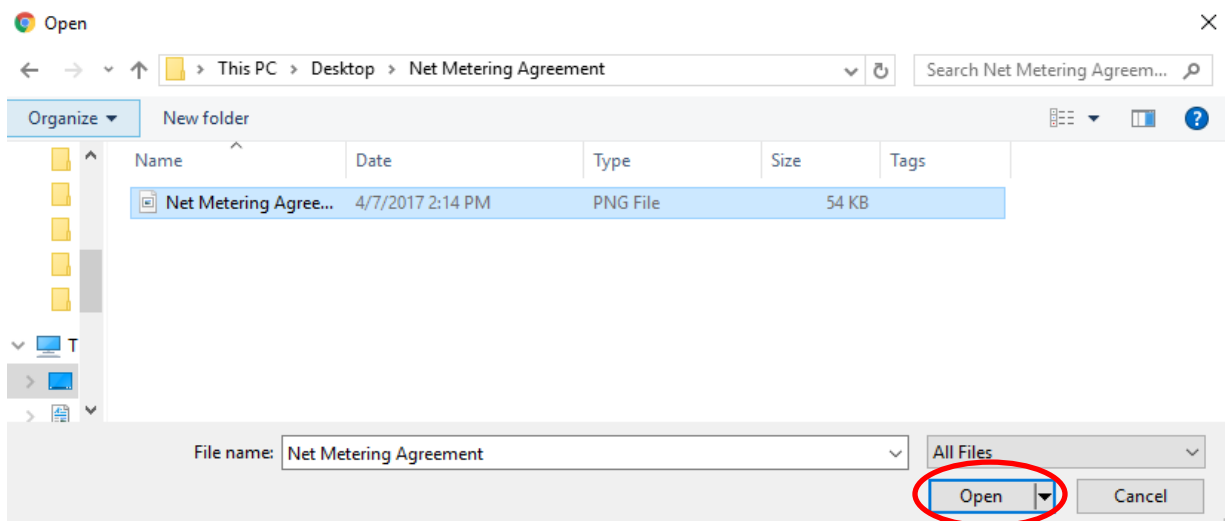
Task	Status	Actions
Submit Solar PV application	PREREQUISITES NOT MET	
Solar PV application	COMPLETE	View Edit Delete
Upload full signed Net Metering Agreement	INCOMPLETE	Start
Upload Invoice(s) - must include dollar amounts	INCOMPLETE	Start
Upload System Schematics	INCOMPLETE	Start
Upload photos	INCOMPLETE	Start



To upload your signed net metering agreement, select “Browse for files” or drag and drop your file into the space indicated by the dashed lines:




Select the file from your computer to upload and select “Open”:



If uploaded correctly, you will see the file name below uploaded file(s). If this is the incorrect document, press the small “X” on the right side to delete the item. You may upload additional items if needed by pressing the “browse for files” button and repeating the process. Select “Back to application” to continue.

Upload full, signed Net Metering Agreement

Instructions: Click **Browse for files** below. Select the file you wish to upload. Once it is uploaded, click on "Back to Application" below.


Drop files here to upload
OR
[Browse for files](#) [Select a previously uploaded file](#)

UPLOADED FILE(S)

[RMPNetMetering.pdf.pdf](#) – 4.7 MB ✕
Uploaded by: Annie Schneider · Upload date: 10/02/2017 03:52 PM

[Back to Application](#)



Here is an example of the signed section of a net metering agreement:

DocuSign Envelope ID: 6E2B2E51-2A29-4B1E-BC08-6D175DCE2B06

Service ID# [REDACTED] Request #: [REDACTED]

INTERCONNECTION AND NET METERING SERVICE AGREEMENT FOR NET METERING FACILITY LEVEL 1 INTERCONNECTION 25 KW NAMEPLATE CAPACITY OR SMALLER

This Interconnection and Net Metering Service Agreement ("Agreement") is made and entered into this 27 day of July, 2016 by and between [REDACTED], an electric customer ("Customer"), and PacifiCorp, dba Rocky Mountain Power ("Rocky Mountain Power"), a Corporation organized and existing under the laws of the State of Oregon. Customer and Rocky Mountain Power each may be referred to as a "Party", or collectively as the "Parties".

Recitals:

Whereas, Customer has installed or intends to install a Net Metering Facility qualifying for "Net Metering," Utah Rate Schedule No. 135 ("Schedule 135"), as given in Rocky Mountain Power's currently effective tariff as filed with the Public Service Commission of Utah ("Commission"), on or adjacent to Customer's premises located at [REDACTED], Utah, for the purpose of generating electric energy;

Whereas, Customer represents to Rocky Mountain Power that Customer either owns or leases its Net Metering Facility qualifying for Schedule 135, or meets the exemption requirements set forth in Utah Code § 54-2-1.16(d) because it is a county, municipality, city,

10.2 Changes to the Notice Information

Either Party may change this notice information by giving five (5) business days written notice prior to the effective date of the change.

10.3 Records

Rocky Mountain Power will maintain a record of the Net Metering Agreement and related Attachments, if any, for as long as the net metering arrangement is in place. Rocky Mountain Power will provide a copy of these records to Customer within fifteen (15) Business Days if a request is made in writing.

Article 11. Signatures

IN WITNESSETH WHEREOF, the Parties have caused the Agreement to be executed by their respective duly authorized representatives.

For the Customer:

By: [REDACTED]
Name: [REDACTED]
Title: Homeowner
Date: 7/27/16

For Rocky Mountain Power:

By: [Signature]
Name: Erik Anderson
Customer Generation Manager
Title: [REDACTED]
Date: AUG 15 2016

Rocky Mountain Power Interconnection and Net Metering Agreement
Utah Form Ver. 3 - Level 1
Page 16 of 20

First Page

Customer information and service address must be present and identical throughout all agreement pages

Signature Page (page 16)

Please note that all pages of the net metering agreement will be required to be submitted and only submitting page 16 is unacceptable

If you do not have a signed net metering agreement, you will need to contact your solar contractor or utility service provider to retrieve a copy. If your provider is Rocky Mountain Power and you are unable to obtain a signed agreement from your contractor, contact Rocky Mountain Power directly:

email:



netmetering@pacificorp.com

phone: (888) 221-7070.

When you return to the application, you should now see that there is an uploaded file under the net metering agreement task.

2) Invoice

An invoice from a solar installer, loan documentation for the solar project, or receipts for equipment and work accompanied with a detailed list of locations where items were purchased and the total from each vendor are acceptable items to fulfill this request. **Please ensure that any loan or invoice document includes the address and tax credit recipient's name (or spouse's name).**

Task	Status	Actions
Submit Solar PV application	PREREQUISITES NOT MET	
 Solar PV application	COMPLETE	View Edit Delete
 Upload full, signed Net Metering Agreement	COMPLETE	Edit
Uploaded File(s)	Uploader	Upload Date
RMPNetMetering.pdf.pdf	Annie Schneider	10/02/2017 09:52 AM
		✕ Remove
Upload Invoice(s) - must include dollar amounts	INCOMPLETE	Start
Upload System Schematics	INCOMPLETE	Start
Upload photos	INCOMPLETE	Start


At this point in the application, you must upload your invoice. Click the “start” link that is associated with the invoice task as seen above.



To upload your invoice, select “Browse for files” or drag and drop your file into the space indicated by the dashed lines

Upload Invoice(s) - must include dollar amounts

Instructions: Click **Browse for files** below. Select the file you wish to upload. Once it is uploaded, click on "Back to Application" below.

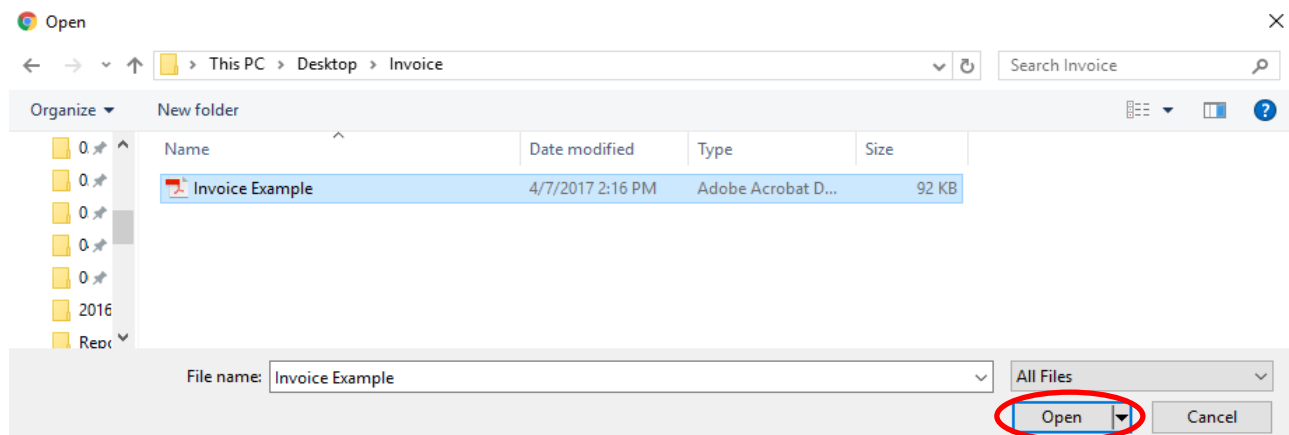


Drop files here to upload

OR

Browse for files [Select a previously uploaded file](#)


Locate and select the document saved on your computer and select “Open” to upload.



If uploaded correctly, you will see the file name below uploaded file(s). If this is the incorrect document, press the small “X” on the right side to delete the item. You may upload additional items if needed by pressing the “browse for files” button and repeating the process. Select “Back to application” to continue.

Upload Invoice(s) - must include dollar amounts

Instructions: Click [Browse for files](#) below. Select the file you wish to upload. Once it is uploaded, click on "Back to Application" below.


Drop files here to upload
OR
[Browse for files](#) [Select a previously uploaded file](#)

UPLOADED FILE(S)

[Solar Invoice.pdf](#) – 49.9 kB ✕
Uploaded by: Annie Schneider · Upload date: 10/02/2017 03:53 PM

[Back to Application](#)






When you return to the application, you should now see that there is an uploaded file under the invoice task.

3) Schematic

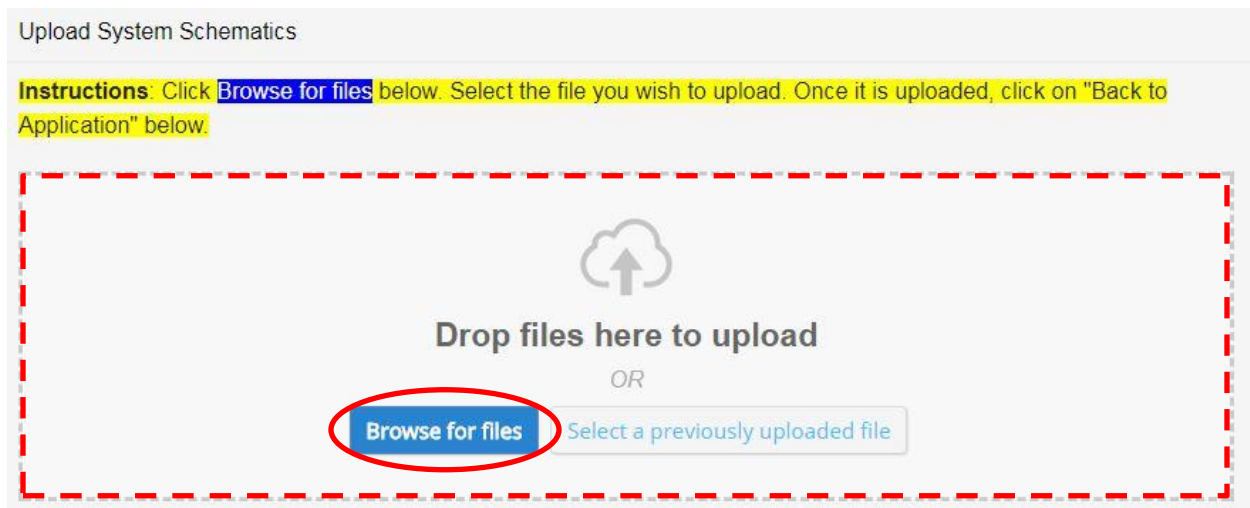
This is a diagram showing how the system is laid out. A one line, engineering drawing, blueprint, or drawing showing the panel location(s) may be accepted. The schematic should include the homeowner's name (or spouse's name) and/or the property address.

Choose the start button as circled below in order to include your schematic.

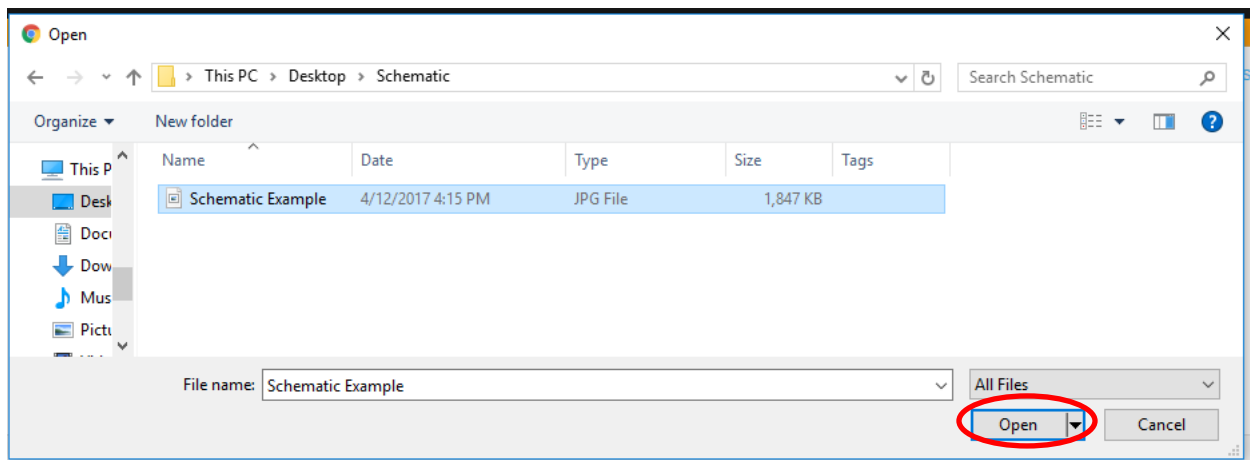
Task	Status	Actions
Submit Solar PV application	PREREQUISITES NOT MET	
 Solar PV application	COMPLETE	View Edit Delete
 Upload full, signed Net Metering Agreement	COMPLETE	Edit
Uploaded File(s)	Uploader	Upload Date
RMPNetMetering.pdf.pdf	Annie Schneider	10/02/2017 09:52 AM ✕ Remove
 Upload Invoice(s) - must include dollar amounts	COMPLETE	Edit
Uploaded File(s)	Uploader	Upload Date
Solar Invoice.pdf	Annie Schneider	10/02/2017 09:53 AM ✕ Remove
Upload System Schematics	INCOMPLETE	Start
Upload photos	INCOMPLETE	Start



To upload your schematic, select “Browse for files” or drag and drop your file into the space indicated by the dashed lines:




Select the correct file on your computer and select “Open” to upload the document to your application.



If uploaded correctly, you will see the file name below uploaded file(s). If this is the incorrect document, press the small “X” on the right side to delete the item. You may upload additional items if needed by pressing the “browse for files” button and repeating the process. Select “Back to application” to continue.

Upload System Schematics

Instructions: Click **Browse for files** below. Select the file you wish to upload. Once it is uploaded, click on "Back to Application" below.


Drop files here to upload
OR

Browse for files

Select a previously uploaded file

UPLOADED FILE(S)

Schematic.pdf – 199.8 kB

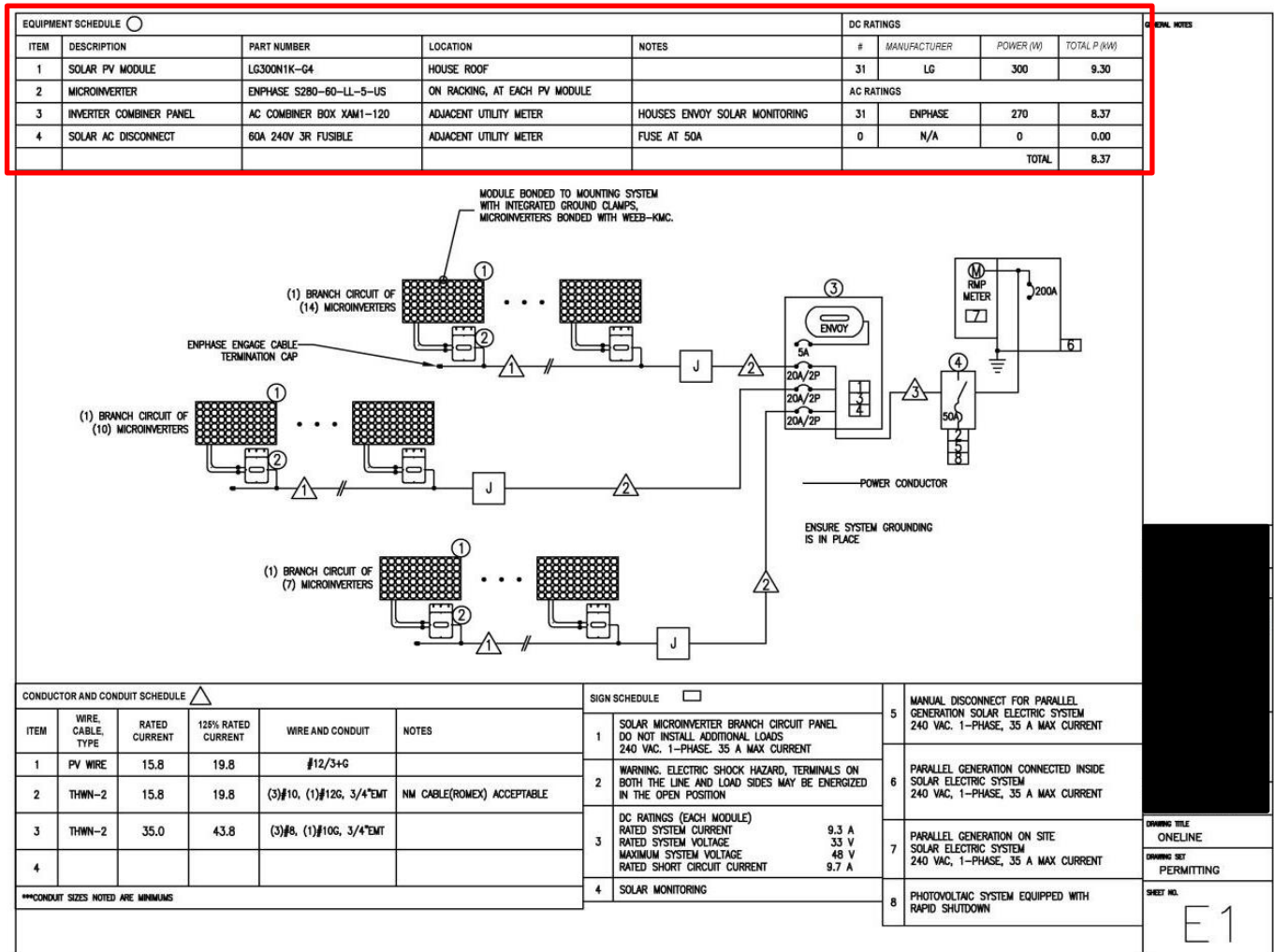
Uploaded by: Annie Schneider · Upload date: 10/02/2017 03:54 PM

X

Back to Application

26

An example of a schematic diagram is provided here:











The red box above is typically where the inverter and module information is provided (as seen on the top within the red box). This information is what would be entered for questions #10-13 on the application.

When you return to the application, you should now see that there is an uploaded file under the schematic task.

4) Photographs

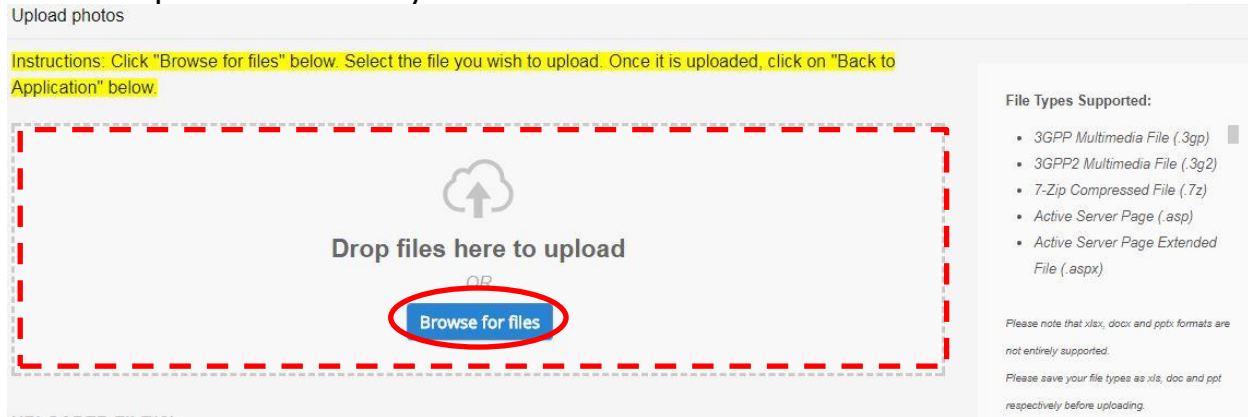
Photos of the installed panels as well as other system components will be required. The photo of the panels may be taken at ground level provided that they can be seen. A cellphone may be used to take the system photographs. Please ensure that if there is any snow cover on the panels, their location can be clearly identified in the pictures provided.

Select the final “start” action to include photographs of the installed system.

Task	Status	Actions
Submit Solar PV application	PREREQUISITES NOT MET	
 Solar PV application	COMPLETE	View Edit Delete
 Upload full, signed Net Metering Agreement	COMPLETE	Edit
Uploaded File(s)	Uploader	Upload Date
RMPNetMetering.pdf.pdf	Annie Schneider	10/02/2017 09:52 AM
		 Remove
 Upload Invoice(s) - must include dollar amounts	COMPLETE	Edit
Uploaded File(s)	Uploader	Upload Date
Solar Invoice.pdf	Annie Schneider	10/02/2017 09:53 AM
		 Remove
 Upload System Schematics	COMPLETE	Edit
Uploaded File(s)	Uploader	Upload Date
Schematic.pdf	Annie Schneider	10/02/2017 09:54 AM
		 Remove
Upload photos	INCOMPLETE	

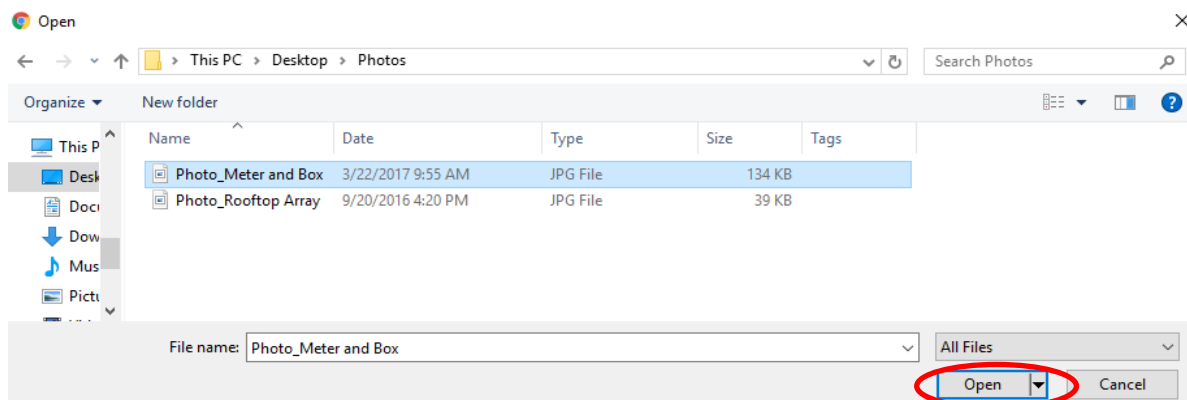


To upload your photographs, select “Browse for files” or drag and drop your file into the space indicated by the dashed lines:



To upload your photos, select “Browse for files”. Please note that only certain file types will be accepted. Reviewers cannot access HTML files so verify that all documents are in a working format to be viewed on any computer. If you are having these issues, attempt to save the document to your computer or copy and paste the images into a word document to then save to your computer.

Select the file you wish to include and select “Open”.




Repeat process until all relevant images of the system components are uploaded. *The most important photograph will be of the fully installed panels*

If uploaded correctly, you will see the file name below uploaded file(s). If this is the incorrect document, press the small “X” on the right side to delete the item. You may upload additional items if needed by pressing the “browse for files” button and repeating the process. Select “Back to application” to continue.

Upload photos

Instructions: Click "Browse for files" below. Select the file you wish to upload. Once it is uploaded, click on "Back to Application" below.



Drop files here to upload

OR

[Browse for files](#)

File Types Supported:

- 3GPP Multimedia File (.3gp)
- 3GPP2 Multimedia File (.3g2)
- 7-Zip Compressed File (.7z)
- Active Server Page (.asp)
- Active Server Page Extended File (.aspx)

Please note that .xlsx, .docx and .pptx formats are not entirely supported.

Please save your file types as .xls, .doc and .ppt respectively before uploading.

UPLOADED FILE(S)

[Photos.zip.zip](#) – 15.8 MB ✕

Uploaded by: Annie Schneider · Upload date: 10/02/2017 03:57 PM

[Rooftop Panels.jpg](#) – 290.4 kB ✕

Uploaded by: Annie Schneider · Upload date: 10/02/2017 03:57 PM











[Back to Application](#)

When you select “Back to application” you will now see that all tasks show as complete and the “Submit Solar PV Application” has an incomplete status.



STEP 4. Submit application

In order to submit the application, you must click the “Submit Solar PV Application” button.

Task	Status	Actions
Submit Solar PV application	INCOMPLETE	
 Solar PV application	COMPLETE	View Edit Delete
 Upload full, signed Net Metering Agreement	COMPLETE	Edit
Uploaded File(s)	Uploader	Upload Date
RMPNetMetering_pdf.pdf	Annie Schneider	10/02/2017 09:52 AM  Remove
 Upload Invoice(s) - must include dollar amounts	COMPLETE	Edit
Uploaded File(s)	Uploader	Upload Date
Solar Invoice.pdf	Annie Schneider	10/02/2017 09:53 AM  Remove
 Upload System Schematics	COMPLETE	Edit
Uploaded File(s)	Uploader	Upload Date
Schematic.pdf	Annie Schneider	10/02/2017 09:54 AM  Remove
 Upload photos	COMPLETE	Edit
Uploaded File(s)	Uploader	Upload Date
Photos.zip.zip	Annie Schneider	10/02/2017 09:57 AM  Remove
Rooftop Panels.jpg	Annie Schneider	10/02/2017 09:57 AM  Remove



If you have all of the correct items and are ready to submit, select “Continue” to submit your application for review.



Home > Solar PV > John Doe 60 E S Temple > Submit Solar PV application

Submit your application

Click on "Continue" to submit your application.

Please be advised that you may no longer be able to make further changes to this application.

Congratulations! You have submitted your application. You should receive an email notifying you of your successful submission. The average processing time for applications is 4–6 weeks.

If additional information is required to complete your application review, you will be notified by email of what information is missing. To resubmit, you will be able to click the link provided in the email and login to your account and delete the invalid documents and upload new items following the same steps above.

If approved, you will receive a TC-40E form by email from energytaxcredits@utah.gov. The form will be sent to the email address you used to create your account and submit an application.

If you do not receive the TC-40E form by email within 6 weeks, please check your spam folder before contacting energytaxcredits@utah.gov about your application.



Here is an example of the email you will receive:

Solar Tax Credit Award [REDACTED]

2 messages

Governor's Office of Energy Development <energytaxcredits@utah.gov>
To: energytaxcredits@utah.gov

Fri, Oct 6, 2017 at 10:16 AM



[REDACTED]

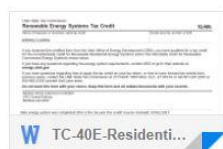
[REDACTED]

After careful review of your Renewable Energy Systems Tax Credit application, I have concluded that your renewable energy system meets all the essential criteria to qualify for an energy tax credit.

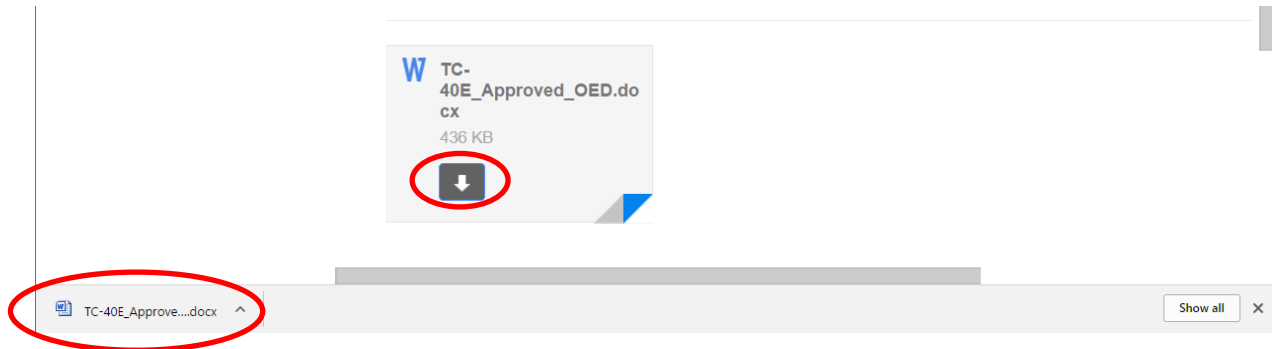
Please be aware that according to Utah Code Section 59-10-1014 the tax credit award must be claimed on the tax filing return for the taxable year in which the energy system or the system update was completed and operational. Enclosed you will find the original copy of the approved TC-40E tax form. Please read it thoroughly. It is not required to send the tax form TC-40E in with your taxes at the time of filing. Keep it with your records in the event of an audit from the Utah State Tax Commission.

In order to speed the process, certification of your system is based solely on the information that was provided in the application. The Governor's Office of Energy Development reserves the right to an "on-site" system inspection to verify this information. If your system is chosen for inspection, you will be contacted to make arrangements.

Daniel T. Royal
Energy Incentives Manager
60 East South Temple St. 3rd Floor
Salt Lake City, UT 84111



The TC-40E form will be sent as a Word document. To download the form, scroll to the bottom of the email. Hover over the document with your mouse until an arrow appears. Select the arrow to begin downloading.



Once the file has finished downloading, it will appear at the bottom of your web browser window. Select the file to open it.

The TC-40E form is for your records and does not need to be submitted with your tax documents. In the event you are audited, you will need to show the approved TC-40E form as verification of your eligibility for receiving the Utah state solar tax credit.

